

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 9/20/2022 DEPARTMENT: Farmington Senior Center

POSITION TITLE: Kitchen Aid PROGRAM: Senior Center

POSITION SUMMARY:

This position is responsible for general cleanliness and maintenance of the dining room, making and serving beverages to clients, creating a welcoming atmosphere in the dining room, delivering meals when needed, assisting with packing and serving as needed; backing up the dishwasher as needed; assist with putting away stock, and mopping floors.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt

LOCATION: _____

GRADE LEVEL / STEP: II AMOUNT: \$12.00

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Friday, 9 am - 2pm

QUALIFICATIONS: Candidate must be able to lift 25 pounds at a time several times per day, must be able to sweep, mop, vacuum. Candidate must have great customer service skills and the ability to make people feel welcome and comfortable. Candidate must have a valid driver's license and automobile insurance.

TARGET DATE FOR EMPLOYMENT: 9/30/2022

APPLICATION PERIOD DEADLINE: 9/24/2022

BENEFITS:

SUPERVISOR'S NAME: Ursula Warren

PERSON MAKING REQUEST: Ursula Warren

Ursula Warren 9/20/22 Approved Disapproved
Program Director's Signature Date

Keri McCrorey 9/21/2022 Approved Disapproved
Executive Director's Signature Date

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.

EMAA is an equal opportunity/affirmative action employer.